Wednesday 1st September 2010

Pompallier Catholic School

Tutor teacher meeting minutes

Richard Wilkinson TT – tutor teacher

Stacey Cutler PRT – Provisionally registered teacher – What’s on Top: Stacey gave a brief overview of how her class is currently working and the relationship between her and the parent community. Stacey said that things are working okay at this end of the term.

1. Discussed beginning teacher report. Observation for this report to take place on Monday. Richard to observe Stacey, compile the report and hand on to Michele to be signed off for term 3.
2. Stacey has requested that her observation previously planned at Kaitaia Primary School be deferred till term 4. Richard to reorganise. Stacey was unable to attend the observation arranged for Thursday of week 4.
3. Richard and Stacey discussed the Maths programme that is currently being run in room 2. She felt that there were too many worksheets being used and the learning outcomes were too difficult for this class to meet. She has modified these as a result, using her data and warm up games that support the children’s learning.
4. Stacey has requested a release day to complete running records. Richard approached Mrs Mill with this request, there were 2 options floated in this discussion. **A**. If a release day was to take place during a day when Stacey was in class, we would need to ask Marg if she could cover for Stacey to bring a consistency to the teaching in room 2. **B** Stacey could take her release day outside her in-school days, Thursday was provided as an option. Richard and Stacey discussed these options and Stacey has requested that Thursday be set aside. This request has been sent to Mrs. Mill on Friday 3rd Sept via and email.
5. Stacey expressed some concerns that she had regarding the IEP for Jack; she also has Mel Watson who is acting in a teacher support role. Stacey is concerned that the IEP is being inconsistently enforced and supported by others in her class. Stacey has concerns about the shared teaching in this class as this is having an adverse affect in room 2 and on her as a teacher.

Meeting closed at 9am